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7.A. Leave

7.A.1. Statutory Authority

7.A.1.a. Title 10, USC

10 USC **Chapter** 40 as amended, is authority for leave for military personnel.

7.A.1.b. Public Law 93-344

The Congressional Budget and Impoundment Control Act, Public Law 93-344, enacted 1 July 1976, established new dates for fiscal years: they begin on 1 October and end on 30 September. Service members are allowed to carry over only 60 days of leave into a new fiscal year unless embarked away from homeport on a vessel or aircraft for more than 60 consecutive days. If attached to an eligible unit, personnel may carry over leave up to a maximum of 90 days. (🔗 [Article 7.A.15.](#))

7.A.1.c. Public Law 94-361

The DOD Appropriation Authorization Act of 1977, Public Law 94-361, Section 304, enacted 14 July 1976, amended 37 USC 501 to provide as follows:

1. Effective 14 July 1976, payments for leave may not be made to a member who is discharged for the purpose of accepting a commission, appointment as a warrant officer, or entering into an enlistment, in any Uniformed Service.
2. Effective 14 July 1976, where payment for accrued leave is authorized, the member may elect to receive payment for a portion of the accrued leave, and have the remaining accrued leave carried forward to a new enlistment in any Uniformed Service.
3. For any service performed by a member on or after 09 February 1976, lump-sum leave payments may be authorized not to exceed a career total of 60 days. The number of days upon which payment may be based shall be determined without regard to any break in service or change in status in the Uniformed Services.
4. Under the savings provisions of the amended Section 501 (h), Title 37, USC, members who had leave balances of 60 days or less of accrued leave on 31 August 1976 shall, at their option, continue to be paid for lump sum leave based on basic pay, Basic Allowance for **Housing Type II (BAH-II)**, Basic Allowance for Subsistence (BAS), and personal money allowance, as appropriate. Cash settlement of leave accrued on and after 01 September 1976 will be on the basis of basic pay only. Should a member reduce the 31 August 1976 leave balance through usage of leave

subsequent to 31 August 1976, the new balance establishes the amount of accrued leave for which **BAH-II**, BAS, and personal money allowance may be paid during subsequent leave settlement.

7.A.2. Definitions

7.A.2.a. Leave

Leave is the authorized absence of an individual from a place of duty, chargeable against such individual in accordance with applicable law.

7.A.2.b. Earned Leave

“Earned leave” describes the amount of leave accrued to an individual's credit as of any given date. Earned leave may indicate a minus leave balance; a minus leave balance must not exceed the amount of leave a member normally would during the remaining period of obligated active duty.

7.A.2.c. Advance Leave

Advance leave is leave granted a service member, with pay and allowances, prior to its actual accrual based on the reasonable expectation that the amount advanced will be earned prior to the member's separation.

7.A.2.d. Excess Leave

Excess leave is authorized leave over and beyond any earned or advance leave that can be granted during which the member is not entitled to pay and/or allowances. A minus leave balance at the time of discharge, first extension of an enlistment, separation from active duty, desertion, or death is considered as excess leave without regard to the authority under which the leave resulting in a minus balance was granted. ➡ [Article 7.A.22](#) for instructions on checkage of pay and allowances for excess leave.

7.A.2.e. Sick Leave

“Sick leave” describes a period of authorized absence granted to persons while under medical care and treatment. Sick leave is not chargeable as leave, but periods which exceed two days will be reported in accordance with the ➡ Personnel and Pay Procedures Manual, **HRSICINST M1000.2** (series).

7.A.2.f. Academy Graduation Leave

“Graduation leave” describes a period of absence authorized by the Commandant to be taken as delay en route to the first duty station in the case of graduates of the Coast Guard Academy who are appointed commissioned Coast Guard officers. Graduation leave is not chargeable as leave.

7.A.2.g. Advance Leave That Becomes Excess Leave

Advance leave that becomes excess leave when a member accepts an appointment as a warrant or commissioned officer of the Armed Forces, or is discharged for the purpose of reenlisting within 24 hours, may be carried over to the new term of service as advance leave, not to exceed 30 days or the maximum number of days that could be earned in the new term of service, whichever is less. Any leave carried forward will count against leave that is earned during the new term of service. For excess leave that cannot be carried forward under this section, instructions regarding the checkage of pay and allowances will apply. (👉 [Article 7.A.22.](#))

7.A.2.h. Leave to Visit Foreign Countries and Places Outside CONUS

The provisions of 👉 [Section 16.J.](#) apply for requests for leave to visit foreign countries.

7.A.3. General Instructions for Granting Leave

7.A.3.a. Opportunity to Take Leave

Insofar as Service requirements permit, all personnel shall be afforded the opportunity and be encouraged to take leave annually. Personnel not taking leave when afforded should be cautioned that such refusal may result in a loss of earned leave at a later date.

7.A.3.b. Yard Periods

Officers authorized to grant leave should consider the character and extent of work to be undertaken by the individual units at the time when leave periods and overhauling periods coincide in order that the work planned may be accomplished without resorting to curtailment of leave, liberty, and recreation normally given at such times. The accumulation of the maximum leave or loss of accrued leave at the end of the fiscal year is discouraged.

7.A.3.c. While Assigned INCONUS

To avoid the possibility of forfeiting leave or of taking leave in remote localities while on duty overseas or in remote areas, all personnel should request and be granted leave during tours of duty within the United States.

7.A.3.d. Combining Leave and Liberty

Officers authorized to grant leave shall not authorize two or more requests for leave which immediately precede and immediately follow a regular liberty period. A member may not be on leave, immediately return to liberty status, then immediately resume leave status. Instead, the whole period of absence is charged as leave.

7.A.3.e. Financial Responsibilities

Officers authorized to grant leave shall assure themselves that personnel going on leave, particularly to places of considerable distance from their duty station, not only have sufficient funds to reach the stipulated leave address but also to return to their duty station. Although provisions exist to furnish transportation to personnel on leave requiring assistance, the fact such transportation costs are eventually checked against the accounts of personnel should not be considered as relieving them from all liability to disciplinary action for failure to comply with such orders as the officer granting leave may issue on the subject. (👉 [Article 7.A.16.](#))

7.A.3.f. Leave Address

Personnel on leave shall keep their commanding officers advised of their leave address.

7.A.3.g. Leave Status

Since the number of days service members may be absent and still be entitled to pay is fixed by statute, each individual must be informed of his or her current leave status at the time of each request for leave.

7.A.3.h. Expiration of Leave

Upon expiration of leave, an individual will rejoin the vessel or other unit to which attached. If the vessel to which assigned changes location while the person is on leave, the following applies:

1. When the member arrives at a port to which directed to return from leave and the vessel is not inport, the member shall report immediately to the senior officer present or to the district commander by rapid means and request instructions.
2. If the member was advised of the relocation prior to departure on leave, the member must return to the vessel at his or her own expense when leave expires.
3. If the member did not know of the vessel's relocation before he or she departed on leave, when directed by competent authority, he or she will be transported at Government expense as authorized by the Joint Federal Travel Regulations, Vol. 1, U7215.

7.A.4. Granting and Charging Leave

7.A.4.a. Amount of Leave Granted

The amount of leave a command may grant depends on the occasion for the leave and the further limitations outlined in [Article 7.A.5](#). With each occasion for leave are instructions on limits on granting each. Senior command may further limit leave.

7.A.4.b. Advance Leave

In no case will any command grant more than earned leave plus 30 days advance leave without approval of the Commandant except that on transfer overseas, advance leave may be granted in an amount that will not result in more than a minus balance of 30 days at the beginning of the next fiscal year. Officers granting leave should caution personnel that advance leave resulting in a minus balance on the date of discharge, first extension of enlistment or separation from active duty becomes excess leave and is subject to checkage of pay and allowances.

7.A.4.c. Additional Advance Leave

When advance leave has been taken previously and not yet fully earned, additional advance leave may be granted only in such amount as will ensure that the total leave advanced, but not yet earned, does not exceed 30 days, or the total amount of leave that may be earned by the date of discharge, first extension of enlistment or separation from active duty, whichever is the lesser.

7.A.4.d. Requests to Commandant (G-WPM)

Requests for leave in excess of that which can be granted in the field must be submitted with recommendation to Commandant (G-WPM) for approval.


7.A.5. Occasion for Leave and Authority to Grant

7.A.5.a. Area and District Commanders

Only the Commandant grants leave to area and district commanders. Commanding officers of headquarters units shall submit requests for leave as directed by the chief of the headquarters office having technical control over their commands.

7.A.5.b. Regular Leave

District commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, commanding officers of district units or such officers as they may designate, may grant any amount of regular leave to which officers and enlisted personnel may be entitled, subject to the

limitations of  Article 7.A.4, and subject to such restrictions as may be imposed by higher authority.

7.A.5.c. Delay En Route

Delay en route, chargeable as leave, is granted in connection with transfers to a new duty station, to and from school, or to and from temporary duty station. Provided reporting dates specified in orders are met, district commanders and commanding officers may grant delay en route chargeable as leave, not to exceed these limitations:

1. Officers - 20 days or amount of delay en route specified in orders.
2. Enlisted Members - 60 days or amount of delay en route specified in orders. The command from which a person is transferred shall inform the individual about leave and proceed time. The applicable information in the following sample statements should be included in the orders:

You are authorized _____ days delay en route to count as follows: _____ days leave, _____ days proceed time, _____ days travel time. Report by _____.

7.A.5.d. Emergency Leave


Emergency leave, and extensions to it, may be granted to Service members for emergencies within their or their spouses' immediate family whenever the circumstances warrant and the operational situation permits, based on the judgment of the officer granting the leave and the desires of the Service member. Immediate family means: father, mother, person standing in loco parentis, spouse, children, brother, sister, or only living relative. Since most family emergencies are highly time-dependent, swift, sensitive action on emergency leave requests is essential. Circumstances which warrant granting emergency leave include:

1. Death of a member of the service member's or spouse's immediate family.
2. Presence will contribute to the welfare of a dying member of the Service member's or spouse's immediate family.
3. Serious illness of a member of the service member's or spouse's immediate family resulting in family problems which impose a responsibility on the service member or spouse which must be met immediately and cannot be accomplished from the duty station or by other means.
4. Failure to return home will cause severe or unusual hardship to the service member, his or her household, or immediate family. Exercise

care to ensure an emergency exists and the member's presence can resolve or alleviate the situation. Should a question about the validity of an emergency situation exist, request assistance in determining its validity from the Service activity nearest the location of the emergency or an American Red Cross office. However, exercise caution that delays in verifying emergency conditions do not result in the member's arriving too late to accomplish the purpose for which the leave is intended. Disciplinary or administrative action, as appropriate, in cases of abuse are more acceptable alternatives. Before granting extended emergency leave involving excess leave, consider the advisability of hardship transfer or discharge. District commanders and commanding officers may grant emergency leave to officers not to exceed 30 days at any one time and to enlisted members not to exceed 60 days at any one time.

7.A.5.e. Home Awaiting Orders Status

A member whom a Physical Evaluation Board (PEB) finds unfit for continued service and who does not need further hospitalization may be ordered to a home awaiting orders status pending final action on the board's findings, with the approval of Commander, (CGPC-opm) or (CGPC-epm). Use a home awaiting order status only when the member's separation is assured, not in situations when limited duty or sick leave are more appropriate. These procedures apply when assigning a home awaiting orders status to a physical disability evaluatee. His or her commanding officer shall advise the evaluatee of these procedures.

1. Any time spent in a home awaiting orders status will be charged against the evaluatee's leave account as long as there is a leave balance.
2. Pay in a home awaiting orders status as a result of disability evaluation will be in accordance with the  U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series).
3. While in a home awaiting orders status, evaluatees have the option of residing at one of the following locations to await final orders in connection with retirement, discharge, or release:
 - a. The vicinity of their current duty station.
 - b. Their home of record.
 - c. The place where ordered to active duty.
 - d. The place where they accepted initial commission or accepted enlistment.
4. In connection with (3) above, evaluatees must report any change of address to their unit.

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5. Travel, transportation of dependents, and shipment of household goods shall comply with Chapter 5 of the Joint Federal Travel Regulations (JFTR), Vol. 1.
6. Evaluatees are entitled to a travel allowance to their home of record or other "waiting point" authorized in the orders, and then travel from there to the place of final retirement, discharge, or release in accordance with JFTR, Par. U5125-E.
7. An officer placed in a home awaiting orders status who desires orders to a "waiting point" during the interim period shall submit a letter request to Commander (CGPC-opm).
8. An enlisted member in a home awaiting orders status who desires orders to a "waiting point" during the interim period shall submit a letter request to Commander (CGPC-epm).
9. The evaluatee shall notify the cognizant district or commanding officer of a Headquarters unit, Commander (CGPC-adm-1), (CGPC-opm), or (CGPC-epm) of the date and hour of arrival at a "waiting point" or home. A form for use by the evaluatee stating travel itinerary and arrival at the point of selection will be prepared as follows on a separate sheet and enclosed with the orders:

Enclosure (1) to orders of (Name of Evaluatee) Dated (Date):
Departed (Duty Station) at (Hour), (Date), by: (Transportation Mode:
Private Auto, Rail, Commercial Air, etc.). Arrived (Home of Record or
Other Place Selected) at (Hour), (Date).

(Evaluatee's Signature)

10. Before leaving the current duty station, those parts of the separation or release process, including applicable portions of DD Form 214, requiring the presence of the evaluatee shall be completed so final retirement, discharge, or release action can be accomplished by mail, when later directed.

7.A.5.f. Sick Leave

1. Sick leave is granted for illness, injury, and convalescence. In all cases, sick leave which exceeds two days will be reported in accordance with the  Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series). Sick leave, not to exceed a cumulative total of 30 days (42 days for postnatal recovery) for any one illness or injury, may be granted by district commanders and commanding officers without approval of the Commandant under the following conditions:
 - a. To personnel who have been under medical treatment and whose physical condition precludes a return to duty, but does not necessitate further active treatment, and for whom a period of sick leave has been recommended by a medical officer of one of the Uniformed Services, or, in the absence of such

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
officers, by a practicing physician. To personnel who have been excused from duty for treatment, or medically directed self-treatment, in home, barracks, or other non-hospital facilities (hotel, motel, occupying beds in dispensaries, etc.), when such absence is accounted for by a certificate from a medical officer of the Uniformed Services, or, in the absence of such officers, by a certificate from a practicing physician showing that the person has been unable to perform duty.

- b. Upon recommendation of a medical board or a physical evaluation board.
2. When a hospital used by a member of the Coast Guard is located some distance from the district office, the district commander may designate a command, so located as to be more appropriate, to take action in granting sick leave.
3. Requests to **Commander (CGPC-opm) or (CGPC-epm)** for approval of sick leave beyond the limits mentioned above shall include full justification by competent medical authority as to why additional sick leave is needed. Prepare requests in the following format:


ALPHA	Name, rate or grade, social security number.
BRAVO	Duty station where member will be assigned if sick leave is not granted.
CHARLIE	Date last fit for duty. In traumatic injury cases, indicate date of injury.
DELTA	Diagnosis. Use only ICD-9 code. Do not use plain language.
ECHO	Medical or surgical treatment received including dates (briefly in six words or less). Do not describe the specific treatment beyond such descriptions as physical therapy, general surgery, outpatient surgery, etc.
FOXTROT	Present medical care status (inpatient, outpatient or discharged).
GOLF	Prognosis for return to duty, include date.
HOTEL	Possibility of convening medical board and date.
INDIA	Amount of sick leave utilized to date.
JULIET	Amount of additional sick leave requested.
KILO	Provide medical reason why member cannot perform light desk work duties, full or part time.
LIMA	Medical point of contact (name and phone).

4. Do not grant sick leave to personnel awaiting administrative processing for discharge who have been evaluated by medical authorities as unsuitable for further service by reason of a character and behavior disorder. Refer exceptional cases to Commander (CGPC-opm) or (CGPC-epm) with full documentation.

7.A.5.g. Maternity Leave


District commanders and commanding officers may grant maternity leave without the Commandant's approval for prenatal periods up to a cumulative total of 30 days. A medical officer or practicing physician shall certify all periods of prenatal leave as necessary. In addition, postnatal leave of 42 days shall be granted without referral to Commandant. Members on postnatal leave may, with their physician's concurrence, terminate their leave status sooner. Forward requests for approval of prenatal and postnatal leave beyond these limits as prescribed in  Article 7.A.5.h.

7.A.5.h. Elective Medical Care

1. When an active duty member pursues elective medical care (i.e., care not required to maintain fitness for duty) from either a civilian or military provider, the command must make a personnel decision regarding use of regular duty time for both treatment and, if needed, convalescent absence. Sick leave is not normally appropriate for elective surgeries and although the command may authorize an administrative absence (i.e., time to attend a doctor's appointment), the member is not entitled to this. Elective care should normally be obtained on the member's own time which may include the use of regular leave for convalescence. The member must fund elective care obtained from a nonfederal provider, except as authorized by the  Medical Manual, COMDTINST M6000.1 (series). Follow-up care from a nonfederal provider due to complications must also be funded by the member, even if the follow-up procedures are NOT elective, and even if the original elective care was rendered at a federal facility.
2. When requesting command approval **of leave associated with** elective care, members are not required to state the procedure being done or provide specific details. They must, however, provide an estimate of the time period required for the care and subsequent rehabilitation and the extent to which fitness for duty will be effected, e.g., will require crutches for 10 days, etc.
3. Because any medical condition, procedure or treatment, could possibly lead to complications and subsequent action by the physical disability evaluation system, and to protect the interests of both the service member and the Coast Guard, the command is responsible to ensure the member provides a letter to the command in which the member states and accepts the following:
 - a. action to be taken by the command regarding the granting of administrative absence (i.e., regular leave or sick leave);
 - b. that the service member was instructed regarding the provisions of this section; and,
 - c. that the service member must, upon completion of the procedures and any follow ups, obtain copies of all treatment records from the provider for inclusion into the health record (initial evaluation, treatment plan, operative report, lab reports, follow-up care, etc).

7.A.6. Leave in Connection with Temporary Additional Duty

7.A.6.A. Delay En route

At his or her discretion the commanding officer may grant delay, to count as leave, in connection with temporary additional duty, including courses of instruction, in any amount of leave to which officers and enlisted personnel may be entitled, subject to  [Article 7.A.4.](#) limitations and such restrictions as higher authority may impose.

7.A.6.B. Careful Screening of Leave Requests

Commanding officers shall carefully screen each request for leave to ensure that temporary additional duty orders are not being requested as a means to defray transportation expenses to and from place of leave. Leave will be approved only when it is clearly indicated that the temporary additional duty is essential and no additional cost to the Government is involved. If approved, the leave will be incorporated in the orders or by endorsement thereof.

7.A.7. Emergency Leave Transportation

7.A.7.a. Statutory authority

Individual's Status	Relevant JFTR Paragraph
Member Serving on Permanent Duty OCONUS	U7205-B1a
Command-Sponsored Dependents Residing OCONUS	U7502-B2a
Member Serving on Permanent Duty in CONUS with Domicile OCONUS	U7205-B1c
Dependents Residing in CONUS	U7205-B2c
Member Performing Temporary Duty or Assigned to a Ship Away from Homeport	U7206

7.A.7.b. Alternate Locations

Request for travel to an alternate location OUTCOUNUS under JFTR, para. U7205-C1b(3) will be submitted to Commandant (G-WPM-2) for approval.


7.A.7.c. Using Government and/or Commercial Transport

A member may use commercial transport only when space-required Government transportation is not reasonably available to him or her, the dependents, or if seemingly available does not satisfy the emergency circumstance. Transportation at Government expense is authorized on a space required basis on military-owned or -controlled or commercial transportation subject to the JFTR paragraphs cited above. This policy does not preclude using Government aircraft or vessels for which there is no charge.

7.A.7.d. Funding for Emergency Leave Travel requests

District commanders, **commanders of maintenance and logistics commands**, and commanding officers of Headquarters units **will provide** emergency leave **travel funding for members whose emergency leave has been approved under Article 7.A.5.f and will issue Document IDs (TONOs) and accounting data for members of their command and eligible dependents.** The provisions of this article **and the appropriate JFTR paragraphs** must be strictly adhered to when approving emergency leave **travel** requests.

7.A.7.e. Criteria for Approving Funded Emergency Leave Travel

The Coast Guard assumes the cost of emergency leave travel, as authorized above, whenever any of the conditions specified in  [Article 7.A.5.f](#) exist.

7.A.7.f. Submitting Requests

Send all requests for travel via Government or commercial conveyance while in an emergency leave status to the proper **funding** authority in accordance with this Article's paragraph **d**. Commanding officers of personnel who will be traveling to overseas destination via Government-controlled transportation and via the 11th Coast Guard District shall forward a copy of all requests for travel to Commanding Officer, Coast Guard Training Center, Petaluma, CA, and must direct personnel granted emergency leave to report to the AMC terminal at Travis AFB for issuance of AMD and flight arrangements. All requests for travel shall include this information:

1. Name, grade or rate, and social security number of the person concerned.

2. Ultimate overseas destination or port of entry in CONUS.
3. Date individual is available to perform travel.
4. Basis for request with source of information.
5. Whether or not convenient Government transportation is available for the member. If not, state reason.
6. Definite recommendation concerning the request.

7.A.7.g. Authority to Travel by AMC

1. Upon approval of the request, the district commander or commanding officer of Headquarters units shall provide the following:
 - a. Priority certification for AMC travel
 - b. Customer Identification Code (CIC)
 - c. Air Movement Designator (AMD) (except as shown in subparagraphs (2) and (3) below)
2. Commanding officers of personnel traveling from overseas points to a AMC port of aerial entry into the United States will make a request for an AMD to the Navy commander of the area or air traffic coordinating officer in the area in which the traveler is on duty. This request shall be submitted only after receiving proper authorization for travel. In this instance the Navy area commander or air traffic coordinating officer will obtain reservations and assign the necessary AMD to the nearest port of aerial entry into the United States.
3. When time does not permit, or under extenuating circumstances, the Navy air traffic coordinating officer at the aerial ports of embarkation may issue AMDs for personnel traveling in an emergency leave status from CONUS to overseas areas.
4. Overseas commands will not issue an AMD for travel from CONUS, nor will the issuing activity in CONUS issue AMDs for return travel from overseas areas unless prior clearance and AMDs have been requested from appropriate authority.
5. The emergency leave travel order will direct personnel authorized emergency leave in a TAD status to report to the appropriate AMC terminal of departure for assignment of a return AMD, and return transportation.

7.A.7.h. Action Before Departing on Emergency Leave

Prior to departure of an individual on emergency leave, the commanding officer will ensure that:

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1. Original and five copies of orders completed in the following format are prepared:

Document ID:

From:

To:

Subj: TRAVEL FOR EMERGENCY LEAVE

Ref: (a) Approving msg, ltr, etc.

1. In accordance with reference (a), you are hereby granted ____ days emergency leave to visit ____.
2. You are directed to report to _____ for travel (to) (from) CONUS in connection with the above emergency leave.
3. *Travel on Government transportation is authorized outside the CONUS. The following priorities are certified for travel via Government aircraft, chargeable against the appropriate district AFC-30 funds.
 - a. Class ____ priority certified en route to leave destination.
 - b. Class ____ priority certified for return to duty station.*USE IN CASE AMC TRAVEL UTILIZED.
3. **Travel on commercial transportation is authorized outside the CONUS.
**USE IN CASE COMMERCIAL TRAVEL UTILIZED.
4. Your emergency leave will begin the day of departure from port of debarkation and terminate at (time) ____ days thereafter when you will report to _____ for return travel.
5. If using Government transportation, you will present these orders at ports of embarkation and debarkation for endorsement as to the date and time of arrivals and departures. While awaiting Government transportation you will be in a duty status. In addition to your ____ days of emergency leave, all time spent in travel within the United States will be charged as leave.
6. No per diem is authorized under this order.
7. Transportation charges in connection with this order will be limited to travel (from CONUS to point of debarkation) (from point of embarkation to point of debarkation in CONUS) (between overseas area from point of embarkation to point of debarkation) from Government transportation, and from point of embarkation on Government transportation to point of entry on return trip.
8. It is understood that your address on leave will be _____.
9. Delivered and departed this unit at ____ this date.

2. A copy of this letter of authorization shall be included in the member's Personnel Data Record and one copy sent to Commander, (CGPC-adm-3).

3. All pertinent information covering the flight assigned such as time and place passenger must report, AMC flight number and AMD, are endorsed on original and all copies of the travel orders. This information must be made available to MAC personnel. Omission of this information will result in a delay in departure.
4. In cases where the traveler is bound to an overseas destination, any immunization requirements are completed prior to commencement of travel.
5. The following information is furnished by message to the Coast Guard district commander nearest to the point of embarkation from the CONUS or to the commanding officer of the overseas unit to which the member will report while under emergency leave travel orders:
 - a. Name, grade or rate, SSN of the person traveling under emergency leave TAD orders.
 - b. Priority certification authorized.
 - c. Ultimate overseas destination.
 - d. Date individual is available to perform travel.
 - e. Customer Identification Code (CIC) number.

Note: Department of Defense policy provides for the transportation of dependents when an emergency occurs in the service member's or spouse's immediate family as defined in [Article 7.A.5.f](#). More detailed information must be obtained from an appropriate transportation officer.



7.A.8. Leave Involving Travel Outside the Continental United States

7.A.8.a. Other than Emergency Leave

Except for emergency leave involving travel outside the contiguous 48 states, leave commences upon departure from and terminates upon return to the duty station in accordance with [Article 7.A.12](#).

7.A.8.b. Emergency Leave

Emergency leave so granted shall be subject to the following conditions in computing leave:

1. Emergency leave to visit continental United States shall commence on date of departing from the port (or aerial port) of debarkation in continental United States for leave destination. ( [Article 7.A.7.](#))
2. Personnel on emergency leave shall be considered as returned to a duty status upon reporting at a port (or aerial port) of embarkation in continental United States for return to duty outside continental United States. ( [Article 7.A.7.](#))
3. Emergency leave to visit at a place other than in the continental United States will commence upon the individual's departure from the port (or aerial port) of debarkation in the area of the emergency and will terminate upon return to such port or other designated station.
4. Leave will be charged for any travel performed in continental United States.
5. The following example is set forth to aid in determining inclusive leave dates:
 - a. The member departs his or her duty station in Naples, Italy, on 01 July and arrives at McGuire Air Force Base, New Jersey, on 03 July; departs McGuire Air Force Base, New Jersey, on 03 July and arrives Travis Air Force Base, California, 0800, 07 July; departs Travis Air Force Base, California, on 09 July and arrives Hickam Air Force Base, Hawaii, on 09 July and departs for emergency leave in Hawaii on 09 July. Granted total of 30 days emergency leave excluding time chargeable as leave in United States. Member returns to Hickam Air Force Base, Hawaii, 0800, 09 August. The member departs Hickam Air Force Base, Hawaii, on 12 August and arrives Travis Air Force Base, California on 13 August; departs Travis Air Force Base, California, on 13 August and arrives McGuire Air Force Base, New Jersey, 1100, 16 August; departs McGuire Air Force Base, New Jersey, 18 August and arrives at his or her duty station in Italy on 20 August. The periods chargeable as leave would be accounted for as follows:
 - 04 July to 08 **July** inclusive - three days - period of travel time in the United States chargeable as leave.
 - 10 July to 08 August inclusive - 30 days - period of emergency leave.
 - 14 August to 16 August inclusive - three days - period of travel time in the United States chargeable as leave.
 - b. The actual period to be charged as leave will be determined by "in" and "out" endorsements on leave authorization or travel orders.

7.A.9. Christmas and New Year's Leave for Training

7.A.9.a. General

A consistent policy for suspending regular instruction during the holidays facilitates the long range planning of training cycles. The Christmas and New Year holidays slow down recruiting and create an appropriate period for reduction of training activities and granting of leave to training staffs.

7.A.9.b. Holiday Period

The 16 day period commencing 1630 the Friday before Christmas and ending at 0745 the Monday following New Year's Day is established as the annual holiday period for all Coast Guard training centers. Commanding officers may extend, advance, or retard this schedule by two days, as may be necessary to ensure safe and convenient travel for personnel on leave. In addition, commanding officers shall schedule modified or supplementary training programs so that personnel not taking leave may be gainfully employed.

7.A.10. Administrative Absences

7.A.10.a. When Authorized

Administrative absence is a period of authorized absence, not chargeable as leave to:

1. Attend or participate in activities of a semi-official nature that benefit the Coast Guard;
2. Search for a residence at the new duty station when in receipt of PCS orders; or,
3. Allow members to return to their old duty stations to move their families to their new duty stations when PCS orders were issued and executed on short notice (fewer than 60 days).
4. **Allow retiring and involuntarily separated members time to participate in pre-separation job search and house hunting activities prior to separation.**

7.A.10.b. Authorized Activities

Care must be taken to ensure that the absence contemplated falls clearly within the criteria provided. If it does not, the absence shall be handled under normal leave and liberty procedures. Administrative absences may be authorized for the following purposes.

1. Attendance at professionally sponsored technical, scientific or educational meetings, when the meeting bears a direct relationship to the Coast Guard's primary duties or the member's professional background. Also included are Service related professional organizations; e.g., NNOA, ANSO, WOPA, etc. Attendance should clearly enhance the member's value to the Service.

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2. Attendance of a member of the Board of Directors of a Coast Guard credit union at meetings of associations, leagues, or councils formed by Coast Guard credit unions, which has a purpose directly relating to the Coast Guard Credit Union Program.
3. Participation in inter- or intra-Service sporting events. Participation includes providing essential support services.
4. Participation in U. S. Olympic or other national or internationally sanctioned athletic competitions or tryouts.
5. Participation in other official or semi-official programs of the Coast Guard for which TEMADD or TEMDU is not appropriate. The programs shall enhance the member's value to the Coast Guard or understanding of the Coast Guard.
6. Participation in Scouting and American Legion Americanism programs is authorized within the limits of manpower availability. Commanding officers are authorized to issue permissive travels orders for personnel to participate in activities associated with the following programs:
 - a. Boy Scouts of America.
 - b. Girl Scouts of America.
 - c. Camp Fire Girls, Inc.
 - d. Explorers.
 - e. American Legion Boys State or Boys Nation.
 - f. American Legion Girls States or Girls Nation.
7. Relocation and Familiarization: Members in receipt PCS orders are authorized up to ten consecutive days of administrative absence to travel to the area of their new duty station for house hunting and familiarization. The ten days may be extended by combining with weekends, holidays, leave, liberty, or TAD. Commanding officers shall carefully screen requests for TAD to ensure these orders are not being used as a means to defray transportation expenses to and from the place of permissive travel. (Note: This should not be confused with "Operational Familiarization" travel, which is a member's travel to the new permanent duty station when the receiving command has an operational need for that member. TAD travel is appropriate for this type of travel). To avoid any perception of abuse, combining funded Operational Familiarization with no cost Relocation or Familiarization travel is not authorized. While the purpose of this "administrative absence" is to travel to the new duty station, there are limited circumstances when it may be appropriate for the new duty station to grant up to ten consecutive days absence after reporting. Those circumstances are when the member:
 - a. Was unable to execute permissive orders under this section due to distance, cost, absence on temporary duty, or family relocation problems, and
 - b. Will not be authorized government-owned or leased housing at the new station.

8. Family Relocation to the area of the member's new duty station. If a member is issued and must execute PCS orders on short notice (less than 60 days), commanding officers may authorize up to ten consecutive days absence to allow the member to return to their old duty stations to relocate their families to their new duty stations. The ten consecutive days absence may be extended under the same conditions as [☞ Article 7.A.10.b.7](#). Any members transferred PCS under this condition are entitled to ten days administrative absence even if they are authorized Government-owned or -leased housing at the new duty station.
9. The Hometown Recruiting Program, for graduates of Recruit Training, Class "A" Training, the Coast Guard Academy, and Officer Candidate School, allows them an opportunity to return to their recruiting offices before reporting to or while serving at their first duty station for a period of up to 30 days. Their task is to relate recruit training, "A" School, Academy, and officer training experience to prospects and applicants in the recruiting office or during school visits, career fairs, and public displays. Participating in the Hometown Recruiting Program depends on recruiting needs, the impact on the graduate's career, and affect on the new duty station. The recruiting office must request the graduate before permissive orders will be granted. Based on recruiting needs, these officers may authorize up to 30 days of permissive orders to participate in the Hometown Recruiting Program:
 - a. Commanding Officer, Training Center Cape May for those who have successfully completed recruit training.
 - b. The commanding officer of the cognizant training command for those who have successfully completed Class "A" School training.
10. Up to five days can be authorized to attend to associated family needs immediately following the birth or adoption of a child. Female members may not combine this with maternity leave.
11. **Retiring members and members separated involuntarily may be authorized up to 20 days (if separated INCONUS), or 30 days (if separated OCONUS), of administrative absence to conduct pre-separation job search and house hunting/relocation activities prior to the effective date of separation. The administrative absence can be taken in consecutive days, including weekends and holidays; in increments, not to exceed the authorized total based on the location of their last duty station; or, in connection with leave enroute to home with no intent to return to their last permanent duty station. This includes leave enroute to a retirement processing point. ☞ Article 12.C.1.d.**

7.A.10.c. Unauthorized Travel

Permissive Travel for relocation or familiarization shall not be authorized in the following circumstances:

- a. New accessions to active duty.
 - b. Members being discharged or released from active duty.
 - c. Members retiring.
 - d. Members receiving PCS orders to continue medical treatment.
 - e. Members transferred within a local area.
2. Permissive travel for family relocation is not authorized in these circumstances:
- a. New accessions to active duty.
 - b. Members receiving PCS orders to continue medical treatment.
 - c. Members receiving PCS orders to a resident training school.
 - d. Members transferred within a local area.

7.A.10.d. Prior to Isolated Duty

Permissive orders may also be granted to members prior to their assignment to isolated duty under the same criteria provided in [☛ Article 7.A.10.b.](#) Such orders are contingent on the member's desire to relocate dependents closer to family and/or to seek a more appropriate geographical location for them.

7.A.10.e. Authority to Issue Orders

Authority to issue permissive orders for administrative absences is contained in [☛ Article 4.A.9.](#) Permissive orders will be reported in accordance with the Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).

7.A.11. Entitlement


7.A.11.a. Exceptions

Each member serving in the Coast Guard on active duty, or active duty for training with pay for 30 consecutive days or more, shall be entitled to leave at the rate of 2 1/2 calendar days for each month of active duty ([☛ Article 7.A.19.](#) for entitlement for fractions of a month), except for the following:

1. Periods of unauthorized absence of more than one day.
2. Periods of confinement of more than one day under sentence of court-martial which has become final.
3. Periods of confinement of more than one day while awaiting trial by court-martial and disposition of the case, and conviction has become final.

4. Periods of absence of more than one day caused by intemperate use of drugs or alcoholic liquor, or by disease or injury resulting from own misconduct.
5. Periods of excess leave or leave without pay.

7.A.11.b. Deductions

Periods listed in  [Article 7.A.11.a.](#) are deducted from active service on a day-for-day basis.

7.A.12. Day of Departure, Day of Return

7.A.12.a. Commencement of Leave

Leave-granting authorities shall not normally authorize the commencement of annual leave prior to the expiration of the member's working hours on a day of duty. The day of departure from the duty station is a day of duty not chargeable to leave. If no duties are scheduled for that day (i.e., regular day off), leave may commence anytime during the day. The day of return from leave shall be counted as a day of leave, except when such return is made at or before 0900, in which case the day of return shall be counted as a day of duty. These instructions apply only in cases where personnel are granted leave not involving a change of station or emergency leave.

7.A.12.b. Examples

These three examples are set forth to aid in determining the commencement of leave:

1. Example No. 1

Member works Monday through Friday, 0800 to 1630. The member wants to commence leave at 1630 on Thursday. Having worked that day, he or she may be authorized leave at 1630 Thursday. Thursday is a day of duty, and Friday is the first day of chargeable leave.

2. Example No. 2

Member works Monday through Friday, 0800 to 1630. The member wants to commence leave at 1200 on Tuesday. He or she cannot be authorized to commence leave at 1200 because it is before 1630, when his or her working hours expire. Leave is authorized either: (1) at 1630 on Tuesday or (2) at 1630 on Monday. In case (1), Tuesday is a day of duty since member worked until 1630. In case (2), Tuesday is a day of leave, provided member commences leave Monday between 1630 and 2400. Special liberty cannot be granted at 1200 to allow the member to combine special liberty and leave.

3. Example No. 3

Member works Monday through Friday, 0800 to 1630. The member wants to commence leave 0001 Sunday. Member can be authorized to commence leave at 0001 Sunday. If telephone check-out is authorized, member is in regular liberty status until leave commences. Sunday is counted as a day of duty, and Monday is the first day of leave.

7.A.12.c. Equivalent Schedules

For members on shift work and afloat units, equivalent schedules should be arranged, though the days of the week may vary.

7.A.13. Hospitalization while on Leave

Personnel hospitalized while on leave will be regarded as sick in the hospital as of the day of entry in the hospital and will revert to leave status for the unexpired portion of authorized leave upon release from the hospital unless otherwise directed. Day of entry into and departure from hospital will not be charged as days of leave. No charge against the leave account will be made for the period of hospitalization. Commanding officers should be advised upon entry into a hospital and instructions requested. Proof of hospitalization must be provided upon return from leave. When an individual is unable to return to his or her station at the expiration of leave due to sickness, the member shall notify his or her commanding officer as soon as possible, but not later than the expiration of leave. Upon return the member shall submit to his or her commanding officer a statement regarding his or her physical condition from a medical officer or civilian physician.

7.A.14. Orders to Temporary Duty or Temporary Additional Duty while on Leave

7.A.14.a. Endorsement of Orders

Personnel ordered to temporary duty or temporary additional duty while on leave and ordered to resume leave status upon completion of such duty enter into a duty status upon departing from their leave address in compliance with such orders. On completing such temporary duty or temporary additional duty, personnel so ordered shall, unless otherwise directed in the order, revert to leave status upon arrival at their leave address for the unexpired portion of the leave previously granted. A charge against leave shall not be made for the period of such duty, including the time required to travel to and from the leave address in the execution of such duty via the orders. Personnel so ordered shall endorse on their orders the date and hour of departure from and return from and return to their leave address.

7.A.14.b. Recall to Duty

When member is on authorized leave and it becomes necessary to recall him or her to duty for reasons of military necessity, the period of absence shall not be charged to the leave account when the period between departure on leave and the member's receipt of the recall is 72 hours or less. The remaining time of absence is to be considered travel time unless it is clearly excessive in the circumstances. Then, the entire absence will be charged as leave. In circumstances where the member will be entitled to travel reimbursement, orders authorizing travel should be issued.

7.A.15. On Earned Leave

7.A.15.a. Maximum Number of Days

Earned leave may exceed 60 days during a fiscal year, but must be reduced to 60 days on the first day of the next fiscal year except as outlined in paragraphs b. through d. below. The amount so reduced is irrevocably lost without compensation. (👉 [Article 7.A.1.](#))

7.A.15.b. Members Entitled to Special Pay for Duty Due to Hostile Fire

Personnel who serve on active duty for at least 120 days continuously in an area where they are entitled to special pay for duty subject to hostile fire may accumulate up to 90 days leave at the rate of 2 1/2 days per month for each month of service.


7.A.15.c. Members Serving Aboard Ship or Aircraft

Personnel serving aboard any ship or aircraft which deploys and operates away from its homeport or homebase for more than 60 consecutive days may accrue leave in excess of 60 days to a maximum of 90 days. This provision does not apply to units undergoing maintenance or repair at a shipyard or drydock facility. Personnel serving less than 60 consecutive days on an eligible unit are not entitled to carry over leave in excess of 60 days. Personnel who will not lose leave at the end of the fiscal year are not affected by this entitlement regardless of the number of days served away from homeport or homebase on a ship or aircraft.

7.A.15.d. Other Duty

Personnel serving on other prescribed duty for a continuous period of 60 days or more during a fiscal year may also qualify for accrued leave. The situation preventing the member assigned to this duty from using leave must have been caused by unscheduled operational commitment, national emergency or crisis, or operations in defense of national security. This duty must preclude the member from taking leave to reduce their leave balance to 60 days prior to the end of the fiscal year.

7.A.15.e. Using Accrued Leave


Special leave accrual is creditable in the fiscal year in which the required continuous period of duty is reached. The qualifying duty need not have commenced in the same fiscal year. Leave accrued in excess of 60 days as discussed in  Articles [7.A.15.b. through 7.A.15.d.](#) is lost if not used before the end of the third fiscal year following the fiscal year in which the qualifying duty is terminated. Monetary compensation of accrued leave in excess of 60 days is not authorized. 37 USC 501 limits the number of days of leave a member may sell to 60 days regardless of breaks in service or transfers between the services.

7.A.16. Absence without Leave

7.A.16.a. General



1. In general, a member who absents him- or herself or remains absent through his or her own fault and without authority from the place where required to be at a prescribed time, is absent without leave.
2. Where an absence was avoidable, but the commanding officer in his or her discretion decides not to take disciplinary action against the absentee, the absence is neither excused nor excusable, and must be carried on all personnel records as an unauthorized absence. If mast was held, the mast action should be recorded as "charge dismissed" rather than "excused."
3. Personnel absent without proper authority in excess of 24 hours will forfeit leave credit for each day or part of day absent unless such absence is excused as unavoidable in accordance with paragraph b. hereof. When absence is not excused, leave will not be charged; however, time lost will be charged as deductible time.
4. A member of the Coast Guard cannot avoid absence without leave by reporting to another military unit prior to the expiration of his or her leave because there can be no exercise of military control sufficient to avert unauthorized absence when an individual is still accountable to his or her parent organization. However, a moment after leave has terminated the member can report to another military unit disclosing their identity and status, and, if military control is exercised, the status of unauthorized absence will be terminated. A member who reports immediately after the absence status begins can limit the maximum punishment impossible for unauthorized absence to one day.

7.A.16.b. Absence Excused as Unavoidable

1. If, in the judgment of Commandant (G-WP) in the case of an officer, or the commanding officer in the case of an enlisted member, an absence was unavoidable, it shall be ruled that the absence is excused. An excused absence ceases to be unauthorized absence and will be charged as leave. A determination that absence was unavoidable must be based on reason; an unreasonable determination is subject to reversal by the Commandant. A person who is unable to return to his or her duty station for causes beyond their control will immediately advise their commanding officer of the circumstances.
2. Absences over leave or liberty caused by mental incapacity, detention by civilian authorities, or early departure of a mobile unit due to operational commitments, whether determined to be avoidable or excused as unavoidable, shall not be charged as leave, regardless of duration. Absences caused by mental incapacity, if excused as unavoidable, shall be considered as time served. If not excused as unavoidable, absences caused by mental incapacity shall be considered as lost time. Absence due to detention by civilian authorities shall be considered as lost time if not excused as unavoidable. Rules for determining whether absence is unavoidable are contained in the  Pay Manual, COMDTINST, M7220.29 (series). Absence due to early departure of a mobile unit because of operational commitments shall be considered as time served provided the member reports to a Coast Guard command. Certain other unusual circumstances may occur resulting in a member being absent from his or her duty station. If an exception is considered appropriate by the commanding officer, details of such cases should be forwarded to Commandant (G-WP) for determination.

7.A.17. Release by Civil Authorities on Bail or Otherwise

7.A.17.a. Granting Leave

When a member of the Coast Guard is arrested by Federal, State, or local civil authorities and returns, on bail or otherwise, to the unit to which attached, the responsible officer may grant the member leave of absence to appear for trial on the date set. Leave granted will only be for the period of the trial. If the trial results in conviction any further detention by civil authorities is considered to be "civil arrest" and as such is deductible time under the provisions of the  Pay Manual, COMDTINST M7220.29 (series). **This includes periods of confinement executed during periods which would normally be considered liberty time for the member.** The requirements of the  Military Justice Manual, COMDTINST M5810.1 (series), will be complied with.

7.A.17.b. Confinement by Civil Authorities

Under no conditions will a member be granted leave to cover a period of confinement by civil authorities.

7.A.18. Administrative Status of Persons Subpoenaed or Otherwise Served with Process**7.A.18.a. When Serving in an Official Capacity**

Whenever process is served on a member, by any method, in a matter which involves the United States or the member in his or her official capacity, the cognizant legal officer shall be immediately notified. If compliance with any legal process, whether addressed to the individual in his official capacity or as a private person, will significantly interfere with the functioning of the command, it must be brought to the attention of the cognizant legal officer immediately. 📖 Article 18-B, Claims and Litigation Manual, COMDTINST M5890.9 (series).

7.A.18.b. Member Testifying

A member testifying (other than as the defendant) in any proceeding in which the United States is a party, including Federal criminal prosecutions, does so in an official duty status. If the appearance in such a proceeding requires travel, the member shall be provided with TAD orders, funded in accordance with the Chapter 18, Claims and Litigation Manual, COMDTINST M5890.9 (series).

7.A.18.c. United States or Member Not Involved as a Party

Whenever a member testifies in a state criminal prosecution, or in any civil proceeding not involving the United States or the member as a party, but in which the substance of the member's testimony is expected to concern knowledge of facts acquired by the member in the performance of official duties, the member is considered to be acting in an official duty status. This policy applies when the member has been validly subpoenaed or, in the absence of a valid subpoena, when the cognizant legal officer had determined that the member's appearance will be in the best interest of the United States.

1. Although, in either circumstance, the member is considered to be acting within the scope of his or her Coast Guard employment while responding to such a request, funding for any necessary travel costs should be provided in advance by the party seeking the testimony. When the cognizant legal officer determines that there is insufficient time to allow coordination of direct advance funding by the requesting party, however, funding may be by the Government. The legal officer will subsequently seek reimbursement to the Government from the party soliciting the member's testimony.

2. No matter how travel funding is coordinated, the member shall be provided with TAD orders, issued and funded by the same command which would issue orders if the U.S. were a party. ➡ Chapter 18, Claims and Litigation Manual, COMSTINST M5890.9. Any travel claim submitted by the member pursuant to such orders shall clearly indicate in the remarks that all costs should be paid by the party seeking the testimony, and shall reflect any and all expenses previously paid directly or reimbursed to the member by that party.

7.A.18.d. Regular Leave

If a member is served with a valid subpoena to testify in a civil proceeding about knowledge not gained in performing official duties or is required to appear as a party to such a civil proceeding, the individual shall be granted regular leave for this purpose, unless the legal officer has obtained leave of court or quashed the subpoena on the member's behalf because of interference with operational requirements.

7.A.18.e. Leave for Testimony not Under Compulsion of any Valid Legal Process

A member may be granted regular leave, if he or she desires to testify in any proceeding not described in the preceding paragraphs, even though not under compulsion of any valid legal process.

7.A.18.f. Title 49, Code of Federal Regulations

The attention of members intending to testify in any proceeding should be directed to the regulations governing Department of Transportation employees, at Title 49, Code of Federal Regulations, Part 9.

7.A.19. Computing and Verifying Leave

7.A.19.a. Times when Computed

Leave to which a member is entitled in accordance with ➡ [Article 7.A.11](#). shall be computed on each of the following occasions:

1. At the end of each month to determine the amount of leave to be credited to the leave account. It is the responsibility of the Military Pay and Personnel Center to credit leave increments to Leave and Earning Statements.
2. At the time a member requests leave, to determine whether the amount of leave requested will result in excess leave.

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3. At the time of separation from active duty (other than active duty or active duty for training for a period of less than 30 consecutive days) including separation for the purpose of continuing on active duty in a different status, upon first extension of enlistment, or when the Personnel Data Record is closed out by reason of death or desertion.

7.A.19.b. Method of Computing

Effective 01 February 1980, leave is credited at the rate of 2 1/2 days for each full calendar month on active service and as outlined below for fractional parts of a calendar month served.

1. Intermediate Date to End of Month. This table shows the leave earned from the date of enlistment, first extension of enlistment, reenlistment or entry on active duty to the end of the same month.

Date of Month Entered on Active Duty, 31-Day Month	
1-7	2.5 days
8-13	2.0 days
14-19	1.5 days
20-25	1.0 days
26-31	0.5 days

Date of Month Entered on Active Duty, 30-Day Month, Including February	
1-6	2.5 days
7-12	2.0 days
13-18	1.5 days
19-24	1.0 days
25-30	0.5 days

2. Beginning of Month to Separation Date. This table shows the leave earned from beginning of month to date of separation.

Date of Month of Separation	
1-6	0.5 days
7-12	1.0 days
13-18	1.5 days
19-24	2.0 days
25-31	2.5 days

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3. Deduction for Lost Time. When a member has lost time for any reason shown in [☛ Article 7.A.11.](#), the amount of leave otherwise creditable in accordance with paragraph b. and subparagraphs (1) and (2) hereof will be reduced day-for-day by determining from the table in subparagraph (4) the amount of leave the member would have earned during the period of lost time and deducting this amount from the amount of leave otherwise creditable.
4. Table for Fractional Parts of a Month.

Number of Days Lost	Number of Days' Leave Credit Deducted
0.5	0.0 day
1.0-6.5	0.5 day
7.0-12.5	1.0 day
13.0-18.5	1.5 days
19.0-24.5	2.0 days
25.0-31	2.5 days

5. Fraction of a Day. When computing leave at the end of a period of active service for the purpose of making cash settlement, if the final balance produces a fraction of a day, the cash settlement will be figured for that fraction of a day. If a minus balance includes a fraction of a day, that fraction of a day will be entered as such. A fraction of a day will not be advanced to the next highest full day.


7.A.20. Lump Sum Leave Payments

7.A.20.a. Entitlement

Each member on active duty, except those listed in paragraph b. below, is entitled to a lump sum leave payment for unused earned leave accrued to his or her credit on date of discharge, separation from active duty, or the date preceding the effective date of first extension of enlistment regardless of duration, to a maximum career total of 60 days. A combination of cash settlement and carryover of unused leave is permissible in addition to any leave accumulated due to service in a hostile fire pay area. ([☛ Article 7.A.15.b.](#) and the Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).) The Pay Manual, COMDTINST, M7220.29 (series) contains detailed instructions on paying a lump sum for unused leave.)

7.A.20.b. Exceptions

The following members are not entitled to lump sum payment for unused earned leave on date of discharge, release to inactive duty, or extension of enlistment:

1. Members of the Regular Coast Guard or Coast Guard Reserve discharged before their enlistment expires for the purpose of enlisting, reenlisting, or accepting an appointment in any Uniformed Service, if continued on active duty. This includes temporary commissioned officers who revert to enlisted status and warrant officers discharged from their officer status and who immediately reenlist in an enlisted status. (A member who is discharged within three months of the date of expiration of enlistment and immediately enlists or reenlists under the provisions of  Article 12.B.7. is not considered as having been discharged for the purpose of enlisting or reenlisting within the meaning of this subparagraph.)
2. Members electing to carry such unused leave to a new enlistment in any Uniformed Service on the day following discharge.
3. Members electing to carry such unused leave forward on first extension of enlistment.
4. Members of the Coast Guard Reserve released to inactive duty for the purpose of reporting for active duty the following day in the same or in another status.
5. Members discharged under other than honorable conditions.
6. Members on training duty without pay.
7. Members on training duty with pay for periods less than 30 consecutive days.
8. Members serving on active duty for periods less than 30 consecutive days.
9. Members retired and continued on active duty after retirement without a break in active service.
10. Members of the Coast Guard Reserve being paid on a "Disability" Military Pay Record, DD-113, under the provisions of 10 USC 6148.
11. **Members discharged due to fraudulent enlistment.**

7.A.20.c. Entering a Service Academy

When an enlisted member enters one of the Service academies, the leave record will be closed out on the effective date of execution of the oath of office. The member is entitled to lump sum payment for unused leave that exists at that time.

7.A.20.d. Reserve and Retired Personnel

Upon release from active duty of Reserve personnel or retired personnel recalled to active duty the constructive date of separation is the constructive date of arrival home and such computation will be made in accordance with the Pay Manual, COMDTINST M7220.29 (series). Payment for unused leave for these members will be based upon the date of separation so computed.

7.A.21. Appellate Leave

7.A.21.a. Voluntary Appellate Leave

If a military member is sentenced by court-martial to dismissal or punitive discharge but the court-martial convening authority has not yet approved the sentence, the member may request voluntary leave in writing. The commander exercising court-martial authority may approve the requested leave at his or her discretion if the Coast Guard's best interest would be served by granting the member's request. However, before such leave is approved, all adjudged confinement must be served, commuted, remitted, suspended, or deferred. Before the appropriate authority approves the court-martial sentence, this voluntary leave may be terminated on the member's written request and the member's commanding officer otherwise may terminate the leave. When the officer exercising court-martial jurisdiction approves the court-martial sentence, the Service member's leave status changes from voluntary to required appellate leave, and the command notifies the Service member in writing of the change in status. A sample letter appears at the end of this article.

7.A.21.b. Options for Accrued Leave

Members who have accrued leave may elect one of the following options:

1. Receive pay and allowances during the period of accrued leave and then continue on unpaid voluntary appellate leave.
2. Receive pay for the accrued leave, as of the day the voluntary appellate begins, and serve the entire period of voluntary appellate leave in an unpaid status.

7.A.21.c. Restrictions on Leave Pay

A member on voluntary appellate leave is not entitled to transportation or household goods shipments at Government expense.

7.A.21.d. Member's Rights and Obligations

While in voluntary appellate leave status, a member has certain rights and obligations to the Coast Guard. To ensure he or she understands these rights and obligations, a letter will be given to each member placed on voluntary appellate leave. Use the following example.

SAMPLE LETTER

From: (Member's Name)

To: Court Martial Convening Authority

Subj: VOLUNTARY APPELLATE LEAVE

Ref: (a) Article 7.A.21., Personnel Manual, COMDTINST
M1000.6 (series)

1. In accordance with reference (a), I understand I will be in a voluntary appellate leave status.
2. I shall advise my commanding officer of my current mailing address, which I understand will be used to serve or attempt to serve the staff judge advocate's recommendation and the convening authority's action. I further understand if I fail to advise my commanding officer of my current mailing address, my voluntary appellate leave status may be terminated and I will ordered to return to duty.

[Select one of these paragraphs:]

3. Because I have no accrued leave, I will be in a leave without pay status.

or

3. Because I have accrued leave, I understand I may choose to :
 - a. receive pay and allowances during the period of accrued leave and then continue on unpaid voluntary appellate leave;
or
 - b. receive payment for the accrued leave, as of the day the voluntary appellate leave begins, and serve the entire period of the voluntary appellate leave in a leave without pay status.

SAMPLE LETTER

From: Commanding Officer

To: (Member's Name)

Subj: CHANGE IN STATUS

Ref: (a) Article 7.A.21, Personnel Manual, COMDTINST M1000.6
(series)

(b) Article 7.A.21.f., Personnel Manual, COMDTINST M1000.6
(series)

1. In accordance with reference (a), this notifies you your status has been changed from voluntary appellate leave to required appellate leave.
2. The convening authority has acted on your case which is pending appellate review. You will be notified of your rights and obligations in separate correspondence under reference (b).

7.A.21.e. Required Appellate Leave

All military members who receive a court-martial sentence, including a punitive discharge or dismissal from the Service approved by the convening authority, are placed in a required appellate leave status, with command approval. Required appellate leave is the member's leave of absence (excess leave) from the Coast Guard without pay and allowances, unless he or she has accrued earned leave, while legal review of the court-martial occurs. Appellate leave begins the date after the convening authority approves the punitive discharge or dismissal portion of the sentence, if it does not include confinement. If the sentence includes confinement, required appellate leave begins the day released from confinement. If the convening authority or a higher appellate authority disapproves, suspends, or sets aside the punitive discharge or dismissal by the date the required appellate leave is to begin, the member will not be placed in a required appellate leave status. If the Court of Military Review, Court of Military Appeals, or U.S. Supreme Court remits or sets aside the punitive discharge after the member begins appellate leave, he or she is entitled to all back pay and allowances accruing from the date he or she began appellate leave, less the period of accrued leave taken or for which paid and less deductions for earned civilian income received during leave. Civilian income includes wages, salaries, tips, other personal service income, unemployment compensation, and public assistance benefits from any Government agency.

7.A.21.f. Leave Payment Options

Members who have accrued leave may elect either to be paid a lump sum for that leave or to use the accrued leave. If they use leave, they will be granted leave with pay and allowances up to the amount of leave accumulated to the date on which their

leave begins. The lump sum settlement is based on the rate of basic pay to which the member is entitled on the day before being placed on leave, even though the member may be in a non-pay or reduced pay status. When exhausted, leave continues as leave without pay and allowances. Pay and allowances end on the day before either the first day of appellate leave or the date earned leave expires, as applicable. An enlisted member on appellate leave remains on appellate leave even if his her enlistment has expired.

7.A.21.g. Members Serving Abroad

Members serving outside the continental United States who have received a court-martial sentence including a punitive discharge or dismissal from the Service approved by the convening authority transfer under orders to report to the office of the district commander within the continental United States nearest the member's home of selection to begin required appellate leave. Complete as many of the actions listed in [Article 7.A.21.e.](#) as possible before transferring the member to the continental United States. Appellate leave begins the day the member arrives if the sentence does not include confinement. If it does, required appellate leave begins the day released from confinement.

7.A.21.h. Member's Entitlements

The member's entitlements are:

1. The member and his or her dependents are entitled to Government transportation by the least costly means available from the permanent duty station to the home of record or place where he or she entered the Service.
2. If a rehearing is ordered, the member may be recalled from leave for further court-martial proceedings. Travel is at Government expense.
3. Shipment of household goods may be authorized. Once the appellate review process is completed, if it upholds the member's punitive discharge or dismissal, Commander, (CGPC-epm) or (CGPC-opm) will effect the discharge. If the sentence is set aside and charges dismissed during the appellate process, dismissal or punitive discharge is remitted or set aside, or the Commandant grants clemency, the member has 15 days from the date he or she is notified (date of service) or the date of attempted service to petition Commander, (CGPC-epm) or (CGPC-opm) for restoration to duty or reenlistment. If Commander, (CGPC-epm) or (CGPC-opm) denies the member's petition, discharge for the convenience of the Government or enlistment expiration with the type of discharge warranted by the member's service record will be directed. Unless discharge Under Other than Honorable Conditions is contemplated, the member's presence is not required to effect the discharge. If the member is restored to duty or allowed to reenlist, he or she is entitled to travel at Government expense.

7.A.21.i. Responsibilities

1. Commandant

- a. On action on the punitive discharge or dismissal by appellate authorities as affirmed by the officer exercising general court-martial jurisdiction, Commander, (CGPC-epm) or (CGPC-opm) shall ensure the retention or discharge is recorded on PMIS documents prepared under COMDTINST M1080.9 (series).
- b. If the convening authority orders a rehearing of the case, Commander, (CGPC-epm) or (CGPC-opm) will administratively assign the member back to the convening authority and notify the member of the new administrative command.
- c. On receiving of the Supplemental Court-Martial Order directing the member's punitive discharge, Commander, (CGPC-epm) or (CGPC-opm) shall ensure appropriate PMIS documents are prepared.

2. Convening Authority.

- a. The convening authority notifies Commander, (CGPC-epm) or (CGPC-opm) and the Human Resources Service and Information Center (HRSIC) by message of all members placed in a required appellate leave status, who, in turn, also informs the member's assignment officer that a replacement is necessary. The message must include the date the member departs on appellate leave and how much of that leave, if any, is accrued leave.
- b. If the member waives any further appellate review of court-martial with a punitive discharge, notify Commandant (G-LMJ) and Commander, (CGPC-epm) or (CGPC-opm) by message.

3. Commanding Officer. Before a member departs on appellate leave, the commanding officer (the district commander nearest the member's home of selection for OUTCONUS personnel) shall ensure:

- a. The member has been given a physical examination as prescribed in the CG Medical Manual;
- b. A Report of Separation from Active Duty, DD Form 214, has been completed to the extent possible and the member signs it;

- c. Both member and dependents surrender Armed Forces Identification Cards and receive replacement identification cards that expire six months from the issue date. Before laminating, the card shall be stamped on both sides in ink (preferably red), "APPELLATE LEAVE." When these identification cards expire, they shall be reissued semi-annually for as long as the member is on appellate leave;
- d. Proper PMIS documents are prepared per COMDTINST M1080.9 (series) to indicate the convening authority approved the court-martial sentence and the member completed confinement (if any);
- e. The member may retain one uniform and one overcoat. If Commandant directs the member's discharge, he or she must surrender the uniform;
- f. The member's pay, allowances, and allotments are stopped on the same date, either the day before the first day of appellate leave or the date accrued leave expires, as applicable;
- g. A cash allowance is not paid and civilian clothing is not furnished;
- h. Orders and appropriate PMIS documents are prepared to indicate the member has been administratively assigned to Commanding Officer, Human Resources Service and Information Center, that the PMIS documents indicate the nature of duty as pending appellate review, and the member's records (PDR, health record, etc.) are sent to HRSIC.

7.A.21.j. Letter to Member

A member in a required appellate leave status has certain rights and obligations to the Coast Guard while in this status. To ensure the member understands these, give this letter to each member placed in a required appellate leave status.

SAMPLE LETTER

From: Commanding Officer
To: (Member)

Subj: APPELLATE LEAVE

Ref: (a) Article 7.A.21., Personnel Manual, COMDTINST M1000.6 (series)

1. In accordance with reference (a), you are being placed on required appellate leave pending appellate review of your (general/special) court-martial which sentenced you to (dismissal/a punitive discharge) from the Coast Guard.

(select one of these paragraphs)

2. Because you have no accrued leave, you will be in a leave without pay status.

(or)

2. Because you have accrued leave, you may elect either a lump sum payment for your accrued leave or to use the accrued leave. In the latter case, you will be granted leave with pay and allowances up to the amount of leave accumulated to date.
3. When exhausted, leave with full or partial pay and allowances continues as leave without pay and allowances. Your leave authorization shall reflect the kind of leave granted and no indication you are to return to a duty station when this leave expires. You are permitted to retain one uniform, one overcoat if needed, and such uniform items as Commander (CGPC-epm-1) or (CGPC-opm-1) may direct. Your pay and allowances terminate the day before the first day of appellate leave or the date your earned leave expires, as applicable. When your pay and allowances stop, your allotments also will stop, either at the end of the month before or after your placement on appellate leave status. Servicemen's Group Life Insurance (SGLI) coverage will continue after your pay and allowances stop, unless you specifically decline coverage. You will continue to be charged monthly SGLI premiums, which you will have to pay in advance in quarterly installments to HRSIC. Your SGLI coverage will be stopped if your premiums are more than 4 months in arrears. Unless you totally forfeited your pay and allowances for at least 31 days before you began appellate leave. If the Court of Military Review or Court of Military Appeals sets aside the sentence and dismisses charges during the appellate process, or remits or sets aside the (dismissal/punitive discharge) without a rehearing, you are entitled to full back pay and allowances accruing from the date you began appellate leave less any accrued leave you took or were paid for. Your pay and allowances will be reduced by will the total amount of your income from wages, salaries, tips, other personal service income, unemployment compensation, and public assistance benefits from any Government agency during this period.
4. Before departing, you will undergo a thorough physical examination as prescribed in the Coast Guard Medical Manual, COMDTINST M6000.1(series). A Report of Separation from Active Duty (DD Form 214) will be completed to the extent possible and you will sign it before you depart. You will surrender

your Armed Forces Identification Card (and Dependent's Uniformed Services Identification and Privilege Card(s), if applicable) and receive replacement identification cards that expire six months from issue date. If you remain on appellate leave after your temporary identification card expires, you may obtain a new card from the nearest Coast Guard facility capable of issuing this card. You remain subject to the orders of competent Coast Guard authority while on appellate leave.

5. You must inform Commander (CGPC-epm-1) or (CGPC-opm-1), whose address is listed below, of your current address. Failure to do so may result in your being declared on unauthorized absence and subject to further disciplinary action.

Commander, (CGPC-epm-1) or (CGPC-opm-1)
U.S. Coast Guard
2100 Second Street, SW
Washington, DC 20593-0001

6. (Name of trial defense counsel), your trial defense counsel, will continue to advise you about your post-trial rights. You may reach (name of counsel) at this address:

Name of trial defense counsel
Address
Telephone Number

If you do not waive appellate review, you will be appointed an appellate defense counsel to represent you. You are encouraged to participate in the appellate process even though you are on appellate leave. If you decide to exercise your right to appellate review, when the review is completed you will be served copies of the decision of the Coast Guard Court of Military Review and any related papers by certified mail, return receipt requested. If the Court of Military Review decision cannot be delivered because you failed to notify Commander (CGPC-epm) or (CGPC-opm) of your current address, you may be charged under the UCMJ with being in an unauthorized absence status and lose your opportunity to have the United States Court of Military Appeals or the United States Supreme Court review your case. Regardless of the nature of the discharge granted after the appellate review is completed, your presence will not be required to complete the separation processing unless Commander, (CGPC-epm-1) or (CGPC-opm-1) contemplates a discharge Under Other than Honorable Conditions.

7. ENLISTED: If the sentence is set aside and charges dismissed, or if the punitive discharge is remitted or set aside, or clemency is granted, Commander (CGPC-epm-1) may direct and effect

discharge for the Government's convenience or enlistment expiration, with the type of discharge your service record warrants. Your presence is not needed to effect separation unless Commander, (CGPC-epm-1) contemplates a discharge Under Other than Honorable Conditions. If your sentence is set aside and no rehearing is to be held, you have 15 days from the date you are served with notice (date of service) or attempted service of such action in which to petition the Commandant to restore you to duty or reenlist, you via the convening authority. Unless you submit and Commandant grants such petition for restoration, Commander, (CGPC-epm-1) may otherwise discharge you with the type of discharge your Service record warrants.

(or)

7. OFFICER: If the sentence is aside and charges dismissed, or if the dismissal is remitted or set aside, or if clemency is granted, Commander, (CGPC-opm-1) may direct and effect dismissal according to Article 12.A.15., Personnel Manual, COMDTINST M1000.6 (series). If your sentence is set aside and no rehearing is to be held, you have 15 days from the date you are served with notice (date of service) or attempted service of such action in which to petition the Commandant to restore you to duty, via the convening authority. Unless you submit and the Commandant grants this petition, Commander, (CGPC-opm-1) may otherwise dismiss you.

(or)

7. CHIEF WARRANT OFFICER: If the sentence is aside and charges dismissed, or if the dismissal is remitted or set aside, or if clemency is granted, Commander, (CGPC-opm-1) may direct and effect dismissal according to Article 12.A.21. .Personnel Manual, COMDTINST M1000.6 (series). If your sentence is set aside and no rehearing is to be held, you have 15 days from the date you are served with notice (date of service) or attempted service of such action in which to petition the Commandant to restore you to duty, via the convening authority. Unless you submit and the Commandant grants this petition, Commander, (CGPC-opm-1) otherwise may dismiss you.
8. If a rehearing is ordered, you may be recalled from leave for further court-martial proceedings. This travel will be considered as being performed under orders on official business while away from your designated duty station, so that your personal transportation at Government expense may be authorized.
9. You and your dependents are allowed Government transportation by the least costly means available from your permanent duty station to your home of record or place you entered the Service.

Shipping household goods is authorized if stationed within the continental United States. If you are required to return to your permanent duty station or other designated place to participate in further judicial proceedings or for other official purposes, your return travel will be at Government expense.

Commanding Officer's signature

I acknowledge and understand this letter.

Member's signature

Copy: COMDT (G-LMJ)
COMDT (G-WPM)
CGPC-opm-1 or CGPC-epm-1
MLC (pp)
District (a)
District (dl)
CG HRSIC
PERSRU PDR
Unit PDR

7.A.22. Checkage of Pay for Excess Leave

7.A.22.a. On Return from Excess Leave

Checkage of pay for excess leave shall be made immediately upon return from excess leave. When the total excess leave produces a fractional part of a day, excess leave shall be checked as a fractional part of a day. (Example: 1/2 day excess leave will be considered 1/2 day for the purpose of checkage.) Where excess leave of more than 1/2 day has been taken as a result of an administrative error, a checkage shall be made immediately upon discovery that such leave has been taken and shall be based on the pay and allowances received by the member at the time the excess leave was taken.

7.A.22.b. Minus Leave Balance

When the leave record accounting at the time of separation from active service, including first extension of enlistment regardless of duration, desertion or death produces a minus leave balance; such minus leave balance is considered excess leave and proper checkage for such excess leave shall be made at the time of closing the pay record, except in the situations listed in paragraph c. Checkage shall be based on the pay and allowances received by the member when excess leave was taken.

7.A.22.c. Exceptions to Checking Pay and Allowances


When a negative leave balance exists at the time of separation under any of these circumstances, checkage of pay and allowances shall not be made for any portion that the member is authorized and elects to carry forward to the new term of service.

1. Discharge from an enlistment for the purpose of accepting a permanent or temporary commission or warrant appointment in any Uniformed Service and continuing on active duty. The number of days of advanced leave carried forward cannot exceed 30 days
2. Discharge from the Service as a warrant officer with immediate reenlistment in enlisted status. The number of days of advanced leave carried forward cannot exceed 30 days or the maximum number of days of leave that could be earned in the new term of service, whichever is less.
3. For termination of a temporary commission, reverting back to enlisted status, the number of days advanced leave carried forward cannot exceed the maximum number of days leave that can accrue under the enlistment contract.
4. Enlisted members separated by reason of other than expiration of enlistment for the purpose of continuing on active duty in the same or another status in any Uniformed Service. The number of days of advanced leave carried forward cannot exceed 30 days or the maximum number of days of leave that could be earned in the new term of service, whichever is less.

7.A.22.d. Entering a Service Academy

When an enlisted member enters one of the Service academies, the leave record will be closed out on the effective date of execution of the oath of office. Checkage will be made for any minus leave balance that exists at that time.

7.A.22.e. Result of Being Declared a Deserter

When a member who has been checked for excess leave due to being declared a deserter returns to a duty status after completing disciplinary action which resulted in his or her conviction of the lesser charge of unauthorized absence or acquittal and the mark of desertion is removed as provided in  [Article 8.C.6.](#), the minus leave balance will be reentered on the leave record and the amount of pay and allowances for which checked will be recredited on his or her pay record.

7.A.22.f. Fractional Part of a Day

In the checkage of pay and allowances for excess leave upon separation, release or retirement a fractional part of a day of excess leave shall be checked as a fraction of a day. (Example: 1 1/2 days excess leave is considered 1 1/2 days for the purpose of checkage.)

7.A.22.g. Overpayment from a Checkage of Pay

Personnel will not be retained in the Service to liquidate an overpayment at the time of separation resulting from a checkage of pay for excess leave.

7.A.23. Pay and Allowances during Absences

7.A.23.a. Authorized Leave or Liberty

Personnel on authorized leave or liberty while in active duty status are entitled to full pay and allowances except for periods of excess leave and periods of unauthorized absence over leave or liberty, unless excused.

7.A.23.b. Unauthorized Absence

Personnel absent over leave or liberty in excess of 24 hours, or absent without leave in excess of 24 hours, forfeit all pay and allowances during such absence, unless such absence is excused as unavoidable, except that entitlement to basic allowance for quarters to which an enlisted member serving in pay grades E-1, E-2, E-3, and E-4 (four years or less service) with dependents is otherwise entitled terminates at the end of the second month following the month in which such unauthorized absence begins.

7.A.23.c. Absence due to Sickness or Injury

Personnel on active duty and when absent due to sickness or wounds (except sickness as misconduct because of intemperate use of alcoholic liquor or habit forming drugs) or when ordered to be absent from duty to await orders pending action on disability retirement proceedings are entitled to otherwise proper credit of pay and allowances for the entire period of such absence. A member who is absent from his or her regular duties for a continuous period of more than one day because of a disease directly caused by and that immediately follows his or her intemperate use of alcoholic liquor or habit forming drugs is not entitled to pay for the period of such absence. However, each member whose pay is so forfeited for more than 1 month is entitled to \$5.00 for personal expenses for each full month that their pay is forfeited.

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7.B. LIBERTY AND COMPENSATORY ABSENCE

7.B.1. Definition of Liberty

7.B.1.a. Liberty

Liberty is defined as any authorized absence granted for short periods to provide respite from the working environment or for other specific reasons. Liberty includes regular and special liberty periods. It is not chargeable as leave and leave rations shall not be paid to enlisted members.

7.B.1.b. Regular Liberty

Regular liberty is a period, not to exceed three days, commencing at the end of the normal working hours on a given day and expiring with the start of normal working hours on the next working day. Public holiday weekends and periods which, by the direction of the President, are extended to exceed 72 hours are considered regular liberty periods.

7.B.1.c. Special Liberty

Special liberty is a period granted outside regular liberty periods for unusual reasons, such as compensatory time off, emergencies, exercising voting responsibilities of citizenship, observing major religious events requiring the individual to be continuously absent from work or duty, or for special recognition. Special liberty periods of three or four days may only be granted for special occasions outlined in [☛ Article 7.B.2.c.](#)

7.B.2. Policy on Liberty

7.B.2.a. Granting of Liberty

Liberty, an instrument of command management, normally is granted outside of normal working hours to personnel not required to be physically present for work assignments which should have been completed, for additional essential work, or for the currently required level of operational readiness. Special liberty during working hours may be granted for its defined purposes when considered appropriate.

7.B.2.b. Regular Liberty

Liberty should normally be granted from the end of normal working hours on one day to the commencement of working hours on the next working day. On weekends, this regular liberty should normally be authorized to commence at the end of working hours on Friday afternoon until commencement of normal working hours on the following Monday morning. For members on shift work, equivalent schedules should be arranged, though the days of the week may vary. Regular liberty periods shall not exceed three days in length, except in the case of public holiday weekends and public holiday periods specifically extended by the President.

7.B.2.c. Special Liberty

Special liberty periods of three or four days may be granted on special occasions or in special circumstances, such as:

1. Compensation for significant periods of unusually extensive working hours.
2. Compensation to members on board ship in overhaul away from homeport.
3. Compensation for duty in an isolated location where normal liberty is inadequate.
(Note: This does not apply to units for which compensatory absence is authorized.)
4. As special recognition for exceptional performance, as determined by the commanding officer.
5. As a traffic safety measure on long weekends or to avoid peak traffic periods.
6. **For PCS related activities (e.g., household goods packing and pickup).**

7.B.2.d. Combining regular and special liberty

Treat the combination of regular and special liberty as special liberty. Special liberty and leave shall not be combined to permit continuous absence from the duty station. They shall not be affected in succession or series through commencement of one immediately upon return to duty from the other.

7.B.2.e. Compensatory Time

When the operational situation permits, compensatory time off as liberty should normally be granted following in-port duty on national holidays. When granted, this compensatory time off should, except in unusual circumstances in individual cases, be granted the first working day after the holiday. If a holiday falls on a weekend and a Friday or Monday is designated as the non-work day, compensatory time off is to be applied to both the holiday and the observed day, on a day-for-day basis.

7.B.2.f. Treatment for Infectious or Contagious Diseases

Members under treatment for infectious or contagious diseases shall not be granted liberty while in an infectious stage except in cases of urgent personal matters which, in the discretion of the command, require the member's presence.

7.B.2.g. Public Holidays

The following public holidays established by law will be observed except when military operations prevent. When such holidays fall on a Saturday, the preceding Friday will also be considered a holiday. When such holidays fall on a Sunday, the succeeding Monday also will be considered a holiday. Holidays are charged as leave if they fall on or within the effective dates of leave:

New Year's Day	1 January
Martin Luther King Jr's Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December
Other	When directed by proper authority under law

7.B.2.h. Deprivation of Liberty

Subject to the provisions of the Manual for Courts-Martial, restriction as a punishment may be awarded by courts-martial or at captain's mast (nonjudicial punishment), which will result in the deprivation of liberty. Assignment of extra duties shall not be construed to include deprivation of liberty on shore except during the hours such extra duties are being performed. Upon completion of the daily extra duty assignment, if the liberty period is long enough to permit, liberty should be granted on the days when the member concerned would normally be entitled to it.

7.B.3. Liberty Incentive for Aiding the Coast Guard Recruiting Effort**7.B.3.a. Special Liberty Incentive for Recruiting**

Any active duty Coast Guard member (enlisted or officer) who is instrumental in the enlistment of an individual into the Coast Guard or the Coast Guard Reserve is entitled to a special 72-hour liberty. This special liberty shall be in addition to any liberty which the member is otherwise entitled and is subject to the guidelines in [☛ Article 7.B.2.](#) of this Manual. The earned special 72-hour liberty will be granted at the convenience of each command and should not be allowed to interfere with the operational commitments of the unit. No member may earn more than one special 72-hour liberty per quarter.

7.B.3.b. Statement Requesting Special Liberty Incentive for Recruiting

Recruiting officers shall forward by Rapidraft Letter the name, rate, SSN, and unit of any active duty member who has earned a special 72-hour liberty to the Recruiting Command, with a copy to the member's district (ap) and commanding officer. The letter will also contain a statement to the effect that the member was instrumental in the enlistment of SA John Doe 000 00 0000 in the following way (e.g., how the member directly contributed to Doe's enlistment decision).

7.B.3.c. Certifying Special Liberty Incentive for Recruiting

Regional recruiting commanders shall certify that the member was/was not instrumental in the enlistment of SA Doe. They shall then notify the member's commanding officer that the member is or is not entitled to a special 72-hour liberty.

7.B.3.d. Unit Responsibilities

Unit commanding officers shall grant a special 72-hour liberty to each member entitled, consistent with the unit's operational commitments. They shall also monitor each member's participation to ensure that the member does not accumulate more than one special 72-hour liberty per quarter.

7.B.4. Liberty-Granting Authority**7.B.4.a. Commanding Officers**

Subject to such restrictions and instructions as may be made by higher command, commanding officers are authorized to grant liberty within the limitations set forth in [☛ Article 7.B.2.](#)

7.B.4.b. District Commander

In the case of chief petty officers and petty officers in charge of units within a district, the district commander or the commanding officer, if one is placed between the district commander and the officer in charge, in the chain of command, exercises for these units those responsibilities of a commanding officer, which an officer in charge is not authorized to exercise. It is necessary that these units be specifically authorized to grant liberty. This authority may be included in the rules governing liberty formulated by the district commander, or commanding officer as approved by the district commander, and, insofar as possible, these rules shall be uniform throughout the district.

7.B.5. Absence over Liberty

An absence over liberty, if excused as unavoidable (☛ [Article 7.A.16.b.](#)), will be processed as follows

1. Absence over regular liberty in excess of 24 hours, if excused as unavoidable, shall be charged against the member's leave account. Leave shall be charged commencing the day regular liberty status expired through the day of return provided the hour of return was after 0900.
2. When liberty was special liberty, and period of unauthorized absence excused as unavoidable is involved, the entire period shall be charged as leave commencing with the day special liberty status commenced through the day of return, provided the hour of return was after 0900 when:
 - a. The period of excused unauthorized absence exceeded 24 hours; or
 - b. The period of special liberty plus excused unauthorized absence exceeding 72 hours.
3. When the absence over liberty is determined to be avoidable, it shall be considered as absence without leave and shall be charged as lost time.
4. Periods of absence over regular liberty and special liberty, excused as unavoidable, charged as leave shall be computed as follows:
 - a. Absence in excess of 24 hours over regular liberty: Member departed on regular liberty on Friday at 1630, 13 September, to expire on board Monday at 0730, 16 September. Member returned at 1000, 18 September, UA excused as unavoidable. Member would be charged three days' leave for period 16-18 September (day regular liberty expired through day of return since return was after 0900).

- b. Absence in excess of 24 hours over special liberty: Member departed on special liberty on Tuesday at 1000, 10 September, to expire on board Wednesday at 0830, 11 September. Member returned 1500, 12 September, UA excused as unavoidable. Member would be charged three days' leave for period 10-12 September (day special liberty commenced through day of return since period of UA exceeded 24 hours). Note that had the period of UA been less than 24 hours, no leave would have been charged.
- c. Total absence (special liberty plus period UA excused as unavoidable) exceeds 72 hours: Member departed on special liberty on Monday at 1000, 09 September, to expire on board Thursday at 0830, 12 September. Member returned at 0600, 13 September, UA excused as unavoidable. Member would be charged four days leave for 9-12 September (day special liberty commenced through day prior to day of return, since member returned prior to 0900 13 September). Note that the period of UA was less than 24 hours but the period of special liberty plus UA exceeded 72 hours.

7.B.6. Compensatory Absence

7.B.6.a. Definition

Compensatory absence is a form of liberty granted to personnel serving on isolated duty; e.g., specified LORAN stations, when conditions of duty result in confinement because of isolation, or in long periods of continuous duty. Only such units which are not easily accessible, or which are remote from towns wherein usual places of recreation, stores, homes, and facilities may be found, are to be considered "isolated" for the purpose of granting compensatory absence. Leave rations shall not be paid during compensatory absence (14 USC 511).

7.B.6.b. Purpose


Compensatory absence is not a right to any individual. It is authorized for the purpose of maintaining the morale and efficiency of the Service. It provides a means of compensating for normal liberties forfeited in conjunction with service under staffing requirements of the Most Effective Organization (MEO) at certain isolated units. In the case of certain restricted overseas isolated units, it also exists for the purpose of rehabilitation.

7.B.6.c. Limitations

District commanders may authorize the commanding officers in charge of isolated LORAN stations to grant compensatory absence within the limits set forth below:

1. A commanding officer grants compensatory absence at his or her discretion, taking into account the impact on unit readiness, safety, and effectiveness.
2. A cumulative 2 1/2 days per month, not to accumulate in excess of 60 days.
3. Compensatory absence may be authorized by commanding officers in conjunction with regular or emergency leave.
4. Compensatory absence may not be carried over as a credit after a person's transfer from such isolated duty. Any balance due shall be granted at the time of detachment and used en route to the next non-isolated duty station or canceled.

7.B.6.d. Leave with compensatory absence

District commanders shall determine which LORAN stations under their command are isolated within the meaning of  [Article 7.B.6.a.](#) and establish the departure and return points to begin and end compensatory absence, respectively.

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7.C. Sailing Lists

7.C.1. General

In the event of a disaster to a Coast Guard vessel resulting in the loss of personnel, it is important that there be readily available ashore an accurate record of the names of the persons aboard such vessel.

7.C.2. Type of List Required

A sailing list as such will not be required to serve this purpose. Instead, a gangway list may be used to show personnel (civilian and military) on board at the time of sailing. A gangway list is a list of all personnel attached to the vessel. The personnel are grouped by sections so the list can be used as a liberty list at the gangway. Before furnishing the list to the gangway watch, the ship's office will annotate it to show the duty status of personnel. The gangway watch will enter changes which occur while the list is at the gangway, check off each person ashore on liberty, and make all other entries to show changes in status occurring during the watch. Entries should be neat and clear and may be made in pencil. Full names and service numbers are required only to prevent any confusion which might result in some cases. This gangway list serves the purpose of a sailing list. When submitted, it shall contain the estimated time of departure and the Officer of the Day's signature.

7.C.3. Submitting Lists

7.C.3.a. With a Personnel Allowance

The commanding officer or officer-in-charge of each vessel having a personnel allowance shall, upon sailing on a mission outside the harbor limits, submit the list or copy thereof, to the next senior officer in the chain of command.

7.C.3.b. Without a Personnel Allowance

The commanding officer or officer-in-charge of units with vessels not having a personnel allowance shall record the desired information when such vessels sail on a mission outside the harbor limits.